

Vaccine Coordinator

Role of the Vaccine Coordinator

Vaccines are expensive and sensitive to temperature changes and other environmental factors. Careful vaccine management is essential to protecting your vaccine supply.

Every provider office should have one medical person designated as the Vaccine Coordinator, who has the responsibility for overseeing and managing your vaccine supply. The Vaccine Coordinator should also have a designated Back-up Vaccine Coordinator who is responsible for the vaccines, when the Vaccine Coordinator is not available. In many offices the Vaccine Coordinator is a medical assistant. In other offices the Vaccine Coordinator could be an LPN, RN, Office Manager, or other staff person.



The Vaccines for Children Program requires that enrolled providers assign a Vaccine Coordinator and a Back-up Vaccine Coordinator to manage your VFC vaccines.

Responsibilities of the Vaccine Coordinator

The responsibilities of the Vaccine Coordinator vary according to the number of immunizations a practice gives and the protocols of that practice. Below is the list of vaccine management responsibilities. In some practices, the Vaccine Coordinator is responsible for all of them. In other practices, a different person may have one or more vaccine management responsibilities (e.g., ordering vaccines) and keeps the Vaccine Coordinator informed as necessary.

The responsibilities of the Vaccine Coordinator are listed below and should include the training of (especially new) staff or the monitoring of other staff assigned to do the following activities related to vaccine management:

Receiving Vaccines:

- Be present when vaccine shipments are delivered.
- Receive the vaccine shipment into inventory.
- Ensure that the cold chain has been maintained.
- Contact the VFC Program within two hours with any shipment discrepancy or damage.

Storing Vaccines:

- Rotate the vaccine inventory so that vaccines with shorter expiration dates are used first.
- Ensure that there are no expired vaccines in the refrigerator or freezer.
- Keep VFC vaccines separate from privately purchased vaccines.
- Perform routine cleaning of vaccine storage units.

Monitoring Vaccine Temperatures:

- Record refrigerator and freezer temperatures on a temperature log **twice a day**.
- Take action if temperatures are outside acceptable ranges. Implement the vaccine emergency plan, if necessary.
- Review vaccine temperature logs weekly.
- Ensure that temperature logs are retained for three years.

Ordering Vaccines

- Perform a physical inventory of all vaccines.
- Submit the order to the VFC program office via the Colorado Immunization Information System (CIIS).

Training and Record Keeping

- Trains all staff on storing and handling vaccines safely
- Maintains staff training records